

Report of Lost SPAWARSYSCEN Norfolk Identification Badge

Name _____

Grade/Rate/Rank _____

SSN _____ Code _____

Phone Extension _____

Company Name (contractor only) _____

When was the badge lost?

How did you lose the badge?

Steps you have taken to recover the badge.

Employee Signature _____ Date _____

Authorization to issue new badge.

Signature of Supervisor _____ Date _____

Signature of Security Officer _____ Date _____

Security Office

Lost Identification Badge Number _____

Lost Proximity Pass Number _____

New Identification Badge Number _____ Issue Date : _____

New Proximity Pass Number _____ Issue Date : _____